INDIANA COMMISSION ON PROPRIETARY EDUCATION
Board of Commissioners Meeting Memorandum

Date: November 16, 2006

From: Rebecca Carter, Director of Regulatory Compliance

Subject: INDIANA BUSINESS COLLEGE – MUNCIE & TERRE HAUTE NEW DEGREE APPLICATIONS

Staff Recommendation

The staff recommends that Indiana Business College – Muncie and Terre Haute be granted the authority to award the Bachelor of Science degree in the following programs *with the stipulation that Instructor Qualification Record Forms and supportive documentation will be submitted to the commission staff when the initial additional instructors are hired*:

Bachelor of Science in:

Muncie	**Business Management**
	Criminal Justice
	Health Care Management
Terre Haute:	**Business Management**
	Health Care Management

Background Information

The Accrediting Commission for Independent Colleges and Schools (ACICS) accredits each of the Indiana Business College (IBC) campuses in Indiana.

The Bachelor of Science degrees range from 89 to 115 quarter-credit hours of training and are consistent with other educational institution standards.

Supportive Documentation
1. Degree Application
2. Instructor Qualification Record forms

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(*New or Renewal program*)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution **Indiana Business College - Muncie**

Name of Program **Business Management**

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)   BS

Name of Person Preparing this Form **Kimberli J. Zornes**

Telephone Number **(317)656-4732** **Application Type**

Date the Form was Prepared **October 17, 2006** ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Business Management Bachelor's Degree program provides business students with a thorough understanding of theory and application related to the business environment so they are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for specific business problems. The program seeks to develop knowledge and skills in research, critical thinking, problem-solving and current technology for application and use in communication, data collection/analysis and solving business problems. Furthermore, students will be provided with an understanding of professional ethics and its application to the business environment. Students are involved in teamwork and leadership development through participation in classroom activities and student organizations.

The program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Accounting, Business Administration, Human Resources, Organizational Management, and Project Administration, with Business Administration serving as the primary associate degree program. Students graduating from other degree programs may wish to enroll in the Business Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Additional coursework may be required in order to meet bachelor's degree requirements.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Management

TOTAL COURSE HOURS: 89-90   Check one: Quarter Hours   ☒

Semester Hours   ☐

Clock Hours   ☐

LENGTH OF PROGRAM: 6 Quarters   TUITION: $13,140

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
FIN350	Finance for Managers	5
LEG415	Employment Law	5
MGT300	Business Ethics	5
MGT310	Technology for Managers	5
MGT325	Organizational Behavior	5
MGT340	Human Resource Management	5
MGT410	Managing in a Global Environment	5
MGT465	Strategic Management	5
MKG425	Marketing Management	5
	Elective*	4-5
	Students must successfully complete one of the following	
	in order to fulfill the elective component of the program:	
	MGT400: Entrepreneurship 5 Credit Hours	
	MGT260: Project Management I 4 Credit Hours	

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
COM315	Advanced Composition	5
CSS300	Critical Thinking and Problem Solving	5
HUM305	Introduction to Humanities	5
MAT301	College Algebra	5
MAT365	Statistics	5
SCI305	Environmental Science	5
SCI310	Principles of Nutrition	5
SOC101	Introduction to Sociology	5

Number of Credit/Clock Hrs. in Specialty: 50 / 90   Percentage: 56%
Number of Credit/Clock Hrs. in General Courses: 40 / 90   Percentage: 44%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____   Percentage: N/A

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

a)   overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;

b)   oversight and management of all future acquisitions;

c)   coordinating quarterly meetings with all Indiana Business College library personnel;

d)   assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and

e)   training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:

a)   providing assistance to students and faculty of the Muncie campus with library usage;

b)   providing assistance to faculty of the Muncie campus with instructional resources;

c)   maintaining a system to document utilization of library resources;

d)   working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and

e)   management of library holdings including, but not limited to, maintenance of

system of classification, organization of holdings, tracking of inventory, etc.

2. **Number of volumes of professional material:**

   372
   Indiana Business College also provides online library resources through Library
   Information Resources Network, Inc. These services currently provide resources from
   ABI/INFORM GLOBAL and ProQuest Reference Library.

   Five hundred dollars per month has been allocated for the expansion of onsite library
   holdings to accommodate the transition to the bachelor's degree level. Plans are in
   place to begin meetings with instructors and the Library Director to discuss the need for
   additional holdings prior to the employment of the librarian. Additional resources
   scheduled for acquisition will include those designed to support the Business
   Management program in addition to all other programs currently approved.
   Furthermore, online library resources have been further enhanced to include additional
   online resources to accommodate the bachelor's degree program offering. When the
   campus librarian begins employment s/he will continue meeting with faculty members to
   solicit input and feedback regarding current holdings and to determine future
   acquisitions.

3. **Number of professional periodicals subscribed to:**

   10

4. **Other library facilities in close geographical proximity for student access:**

Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: **Attach completed Instructor's Qualification Record for each instructor.**
** **Include** all required documentation **pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: _____7_____ **Full-time:** _____3_____ **Part-time:** _____4_____

Fill out form below: **(PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Gerber, Cynthia	M.A.	11	17	0	X	
Hall, Virginia	M.B.A.	14	1	0		X
Heppner, John	M.B.A	14	5 mos.	0		X
Summers, Holly	M.B.A.	3	2 mos.	0		X
VanFossan, Tonja	M.A.	15	2	6	X	
Williamson, Cheryl	M.A.	0	1	23		X
Wright, J.E.	M.B.A.	21	15	0	X	

BUSINESS MANAGEMENT
Bachelor's Degree Program

Completion Time: Six Quarters

The Business Management Bachelor's Degree program provides business students with a thorough understanding of theory and application related to the business environment so they are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for specific business problems. The program seeks to develop knowledge and skills in research, critical thinking, problem-solving and current technology for application and use in communication, data collection/analysis and solving business problems. Furthermore, students will be provided with an understanding of professional ethics and its application to the business environment. Students are involved in teamwork and leadership development through participation in classroom activities and student organizations.

The program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Accounting, Business Administration, Human Resources, Organizational Management, and Project Administration. Students graduating from other degree programs may wish to enroll in the Business Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Additional coursework may be required in order to meet bachelor's degree requirements.

Course No.	Title	Quarter Credit Hours
COM315	Advanced Composition @	5
CSS300	Critical Thinking & Problem Solving @	5
FIN350	Finance for Managers †	5
HUM305	Introduction to Humanities @	5
LEG415	Employment Law †	5
MAT301	College Algebra @	5
MAT365	Statistics @	5
MGT300	Business Ethics †	5
MGT310	Technology for Managers †	5
MGT325	Organizational Behavior †	5
MGT340	Human Resources Management †	5
MGT410	Managing in a Global Environment †	5
MGT465	Strategic Management †	5
MKG425	Marketing Management †	5
SCI305	Environmental Science @	5
SCI310	Principles of Nutrition @	5
SOC101	Introduction to Sociology @	5
	Elective	4 -5
		89-90

† Core Courses
@ General Education Courses

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(*New or Renewal program*)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution **Indiana Business College - Muncie**

Name of Program **Criminal Justice**

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)   BS

Name of Person Preparing this Form   **Kimberli J. Zornes**

Telephone Number   **(317)656-4732**   <u>**Application Type**</u>

Date the Form was Prepared   **October 18, 2006**   ☒ New   ☐ Renewal

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The mission of this program is to provide students with a systems perspective of the criminal justice system, including law enforcement, courts, and corrections. The program is designed to produce graduates who are able to utilize their systems perspective of all relevant aspects of the criminal justice system to create appropriate professional decision making at all levels of criminal justice. Upon successful completion of the program, graduates can pursue entry-level positions with local and regional law enforcement, correctional agencies, and other criminal justice organizations with eventual advancement to state and federal positions in all aspects of criminal justice. The major competencies of the criminal justice bachelor degree graduate include knowledge of the criminal justice system and the law, the theoretical causes of criminality, the methods of criminal justice policy research, as well as aspects of professionalism and ethics for criminal justice practitioners.

The program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree program preparing graduates for this bachelor's degree is the Criminal Justice associate degree program. Students graduating from otmher degree programs may wish to enroll in the Criminal Justice Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Additional coursework may be required in order to meet bachelor's degree requirements.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice

TOTAL COURSE HOURS: 100   Check one: Quarter Hours   ☒

Semester Hours   ☐

Clock Hours   ☐

LENGTH OF PROGRAM: TUITION: $16,250

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
CJ205	Legal Research and Writing	5
CJ300	Criminal Justice Policy Research Methods	5
CJ310	History of Criminal Justice	5
CJ330	Interview and Interrogation Techniques	5
CJ350	Drugs, Alcohol and Crime	5
CJ401	Homeland Security and Terrorism	5
CJ410	Community Policing	5
CJ420	Probation and Parole	5
CJ430	Courts and Social Policy	5
CJ450	Advanced Criminal Justice Forensics	5
CJ490	Comparative Criminal Justice Systems	5
INT410	Internship or Elective	5
MAT340	Criminal Justice Applied Statistics	5

SPECIALTY COURSES:

Course Number	Course Title	Course Hours

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
CHM305	Chemistry	5
COM315	Advanced Composition	5
CSS300	Critical Thinking and Problem Solving	5
MAT301	College Algebra	5
POL310	American Government	5
	General Education Elective*	5
	General Education Elective*	5
	*Students must successfully complete two of the following	
	in order to fulfill the elective component of the program:	
	HIS310: Global Military History 5 Credit Hours	
	HUM305: Introduction to Humanities 5 Credit Hours	
	PSY325: Psychology of Adjustment 5 Credit Hours	
	SCI305: Environmental Science 5 Credit Hours	
	SCI310: Principles of Nutrition 5 Credit Hours	
	SPN300: Spanish I 5 Credit Hours	
	SPN305: Spanish II 5 Credit Hours	
	SOC325: Introduction to Ethnic Studies 5 Credit Hours	

Number of Credit/Clock Hrs. in Specialty: 65 / 100 Percentage: 65%
Number of Credit/Clock Hrs. in General Courses: 35 / 100 Percentage: 35%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: ___ / ___ Percentage: N/A

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

a)   overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
b)   oversight and management of all future acquisitions;
c)   coordinating quarterly meetings with all Indiana Business College library personnel;
d)   assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
e)   training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:

a)   providing assistance to students and faculty of the Muncie campus with library usage;
b)   providing assistance to faculty of the Muncie campus with instructional resources;
c)   maintaining a system to document utilization of library resources;
d)   working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
e)   management of library holdings including, but not limited to, maintenance of

system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

10

3. Number of professional periodicals subscribed to:

1

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Criminal Justice program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

4. Other library facilities in close geographical proximity for student access:

Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.
** Include <u>all required documentation</u> **pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: _____2_____ **Full-time:** _____1_____ **Part-time:** _____1_____

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
VanFossan, Tonja	M.A.	0	2	6	X	
Williamson, Cheryl	M.A.	0	1	23		X

CRIMINAL JUSTICE
Bachelor of Science Degree Program
Completion Time: Six Quarters

The mission of this program is to provide students with a systems perspective of the criminal justice system, including law enforcement, courts, and corrections. The program is designed to produce graduates who are able to utilize their systems perspective of all relevant aspects of the criminal justice system to create appropriate professional decision making at all levels of criminal justice. Upon successful completion of the program, graduates can pursue entry-level positions with local and regional law enforcement, correctional agencies, and other criminal justice organizations with eventual advancement to state and federal positions in all aspects of criminal justice. The major competencies of the criminal justice bachelor degree graduate include knowledge of the criminal justice system and the law, the theoretical causes of criminality, the methods of criminal justice policy research, as well as aspects of professionalism and ethics for criminal justice practitioners.

Course No.	Title	Quarter Credit Hours
CHM305	Chemistry @	5
CJ205	Legal Research and Writing †	5
CJ300	Criminal Justice Policy Research Methods †	5
CJ310	History of Criminal Justice †	5
CJ330	Interview and Interrogation Techniques †	5
CJ350	Drugs, Alcohol and Crime †	5
CJ401	Homeland Security and Terrorism †	5
CJ410	Community Policing †	5
CJ420	Probation and Parole †	5
CJ430	Courts and Social Policy	5
CJ450	Advanced Criminal Justice Forensics †	5
CJ490	Comparative Criminal Justice Systems †	5
COM315	Advanced Composition @	5
CSS300	Critical Thinking & Problem Solving @	5
INT410	Internship or Business Elective	5
MAT301	College Algebra @	5
MAT340	Criminal Justice Applied Statistics	5
POL310	American Government @	5
	General Education Elective @*	5
	General Education Elective @*	5
		100

*** Students must select and complete two of the following general education electives:**

HIS310	Global Military History	5
HUM305	Introduction to Humanities	5
PSY325	Psychology of Adjustment	5
SCI305	Environmental Science	5
SCI310	Principles of Nutrition	5
SPN300	Spanish I	5
SPN305	Spanish II	5
SOC325	Introduction to Ethnic Studies	5

† Core Courses
@ General Education Courses

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not
be processed unless <u>all supportive documentation</u> required for review has been attached with this form. (**i.e.,**
transcripts, copies of training certificates and letters identifying the precise nature of previous work and
teaching experience, signed by a former direct supervisor.)

Gerber, Cynthia F.
                      /INDIANA BUSINESS COLLEGE
Name   (Last, First, Middle)   Name of Institution at which you teach

Software Integration, Computers and Office Automation, Word Processing, Business Office Procedures, Sales

Source of Training/Education	Location	Area or Subject of Training/Education	Period of attendance FROM	TO
Ball State University	Muncie IN	B.S. Management	Sep 80	May-85
Ball State University	Muncie, IN	B.S. Legal Administration	Aug-87	Aug-88
Ball State University	Muncie, IN	M.A. Adult Education	Sep-92	Jul-98

Applicable Experience	Location	Exact Nature of Experience	Employment FROM	TO
Indiana Business College	Muncie, IN	Business Instructor	Feb-90	Present
Indiana Business College	Muncie IN	Business Instructor	Jan-89	Dec-89
Noble Romans	Anderson IN	Store Manager	Mar-86	Mar-87

I certify that the above information is correct to the best of my knowledge.

Cynthia F. Gerber
Signature of Instructor

May 21, 2004
Date

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

Please *TYPE* the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Hall-Moore   Virginia   Allen
                 (Last)   **(First)**   **(Middle)**

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

Economics and Principles of Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From:	To:
M.B.A	Anderson University	Business Administration	01/2003	06/2005
B.S.	Northwood University	Business Management	01/2001	07/2002

Applicable Experience	Location	Exact Nature of Experience	Employment Period From:	To:
Administrative Supervisor	Ball State University	Policy Development/Implemenation	07/2002	Present
Administrative Coordinator	Ball State University	Budget Management, Fiscal Planning, Resource Alloc.	09/1998	07/2002

INDIANA COMMISSION ON
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INSTRUCTOR'S QUALIFICATION RECORD

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Heppner   John   William

            (Last)   **(First)**   **(Middle)**

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

LEG 101 ~ Business Law

BUS 203 ~ Sales

BUS 202 ~ Marketing

MGT 200 ~ Management

BUS 210 ~ Advertising

BUS 205 ~ Economics

BUS 100 ~ Principles of Business

CSS 101 ~ Customer Service

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From:	To:
Ivy Tech Comm. College	Muncie, IN	Assoc. Bus. Admin.	2000	2003
Indiana Wesleyan	Marion, IN	B.S. Management/ MBA	2002	2006
Ivy Tech Comm. College	Muncie, IN	Online Instructor Certif.	2006	2006

Applicable Experience	Location	Exact Nature of Experience	Employment Period From:	To:
Indiana Business College	Muncie, IN	Adjunct Instructor	6/2006	Current

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Please *TYPE* the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Summers   Holly   Anne
       (Last)   **(First)**   **(Middle)**

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

ACC 101 - Accounting I

KEY 101 - Keyboarding I

KEY 102 - Keyboarding II

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	**To:**
Ball State University	Muncie, IN	HR Management	2001	2003
Ball State University	Muncie, IN	Business Admin.	2003	2004

Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	**To:**
Cintas	Muncie, IN	Office Management	2004	2006
Ball State	Muncie, IN	Grading, Proctoring, Class prep	2003	2004

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Van Fossan   Tonja   K
              (Last)   **(First)**   **(Middle)**

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

IT 101~ Computer Essentials	CPU 200~ Computers and Office Automation
MAT 102 ~ Math Fundamentals	CPU 212~ Word Processing
MAT 110~ Math for Medical Professionals	CPU 220~ Spreadsheets
KEY 101~ Keyboarding I	KEY 102~ Keyboarding II
KEY 201~ Keyboarding III	CSS 101~ Customer Service
COM 204~ Communications II	IT 102~ Office Automation with Computers
SPC 101~ Presentation Skills	

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	**To:**
Ball State University	Muncie	B.S. Education	1989	1994
Ball State University	Muncie	M.A.E. Education	1994	1998
Indiana Business College	Muncie	A.A Human Resources	2006	current

Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	**To:**
Indiana Business College	Muncie, IN	Business/Math Instructor	1/2006	current
Knox Co. Schools	Knoxville, TN	Elementary/Jr. Math Teacher	2001	2005
South College	Knoxville, TN	Computer/Math Instructor	1999	2000
Indiana Business College	Marion, IN	Computer/Math Instructor	1998	1999

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Williamson   Cheryl   Lynn

   (Last)   **(First)**   **(Middle)**

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

COM 090 ~ Fundamentals of Communications

COM 105 ~ Communications I

COM 103 ~ Communications II (older program)

COM 206 ~ Communications II (newer program)

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	**To:**
Ball State University	Muncie, IN	French Major English Minor B. A. earned	8/1978	5/1982
Ball State University	Muncie, IN	English Major French Minor M.A. earned	11/1982	7/1984
University of Indianapolis	Indianapolis, IN	Mentor's Endorsement	11/2002	4/2003

Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	**To:**
High School English & FrenchTeacher	Parker City, IN	Teaching	1983	Current

COMMISION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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   copies of training certificates and letters identifying the precise nature of previous work and
   teaching experience, signed by fa former direct supervisor.)**

WRIGHT	J.E.	INDIANA BUSINESS COLLEGE
Name	(Last, First, Middle)	Name of Institution at which you teach

Proprietorship Accounting, Partnership Accounting, Payroll and Income Tax, Corporation Accounting, Cost Accounting, Intermediate I & II,

Auditing, Fed Tax I & II, Management, Economics, Customer Service

Specific Subjects you teach

Source of Training/Education	Location	Area or Subject of Training/Education	Period of attendance FROM	TO
Ball State University	Muncie, IN	M.B.A. Business Admn	Sep-88	May-91
Indiana University	Richmond, IN	B.A. General Studies Business	1984	1988
Tennessee Tech University	Cookville, TN	Business	1962	1966
CPA License	Indianapolis, IN	CPA test, Additional continuing	1991	Present
	Fort Wayne, IN	education of 120 hours per 3 yrs		
Applicable Experience	**Location**	**Exact Nature of Experience**	**Employment** FROM	TO
Indiana Business College	Muncie, IN	Accounting Instructor	Jan-91	Present
Ball State University	Muncie, IN	Grad Assistant/ Classroom Duties	Aug-90	Dec-90
Frisches Restaurant	Anderson, IN	Management/Supervisor	Jun-89	Jan-90
Big Wheel Restaurant	Muncie, IN	Manager	Aug-78	Jan-89
Marhoefer Packing	Muncie, IN	Cost Accounting	Feb-66	Apr-70

I certify that the above information is correct to the best of my knowledge.

J.E. Wright	_8/15/2003_
Signature of Instructor	Date

DEGREE APPLICATION

(*New or Renewal program***)**

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution **Indiana Business College - Terre Haute**

Name of Program **Business Management**

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)   BS

Name of Person Preparing this Form **Kimberli J. Zornes**

Telephone Number **(317)656-4732** **Application Type**

Date the Form was Prepared **October 17, 2006** ☒ New   ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Business Management Bachelor's Degree program provides business students with a thorough understanding of theory and application related to the business environment so they are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for specific business problems. The program seeks to develop knowledge and skills in research, critical thinking, problem-solving and current technology for application and use in communication, data collection/analysis and solving business problems. Furthermore, students will be provided with an understanding of professional ethics and its application to the business environment. Students are involved in teamwork and leadership development through participation in classroom activities and student organizations.

The program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Accounting, Business Administration, Human Resources, Organizational Management, and Project Administration, with Business Administration serving as the primary associate degree program. Students graduating from other degree programs may wish to enroll in the Business Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Additional coursework may be required in order to meet bachelor's degree requirements.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Management

TOTAL COURSE HOURS: 89-90   Check one: Quarter Hours   ☒

                                                              Semester Hours   ☐

                                                              Clock Hours   ☐

LENGTH OF PROGRAM: 6 Quarters   TUITION: $13,140

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
FIN350	Finance for Managers	5
LEG415	Employment Law	5
MGT300	Business Ethics	5
MGT310	Technology for Managers	5
MGT325	Organizational Behavior	5
MGT340	Human Resource Management	5
MGT410	Managing in a Global Environment	5
MGT465	Strategic Management	5
MKG425	Marketing Management	5
	Elective*	4-5
	Students must successfully complete one of the following	
	in order to fulfill the elective component of the program:	
	MGT400: Entrepreneurship 5 Credit Hours	
	MGT260: Project Management I 4 Credit Hours	

SPECIALTY COURSES:

Course Number	Course Title	Course Hours

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
COM315	Advanced Composition	5
CSS300	Critical Thinking and Problem Solving	5
HUM305	Introduction to Humanities	5
MAT301	College Algebra	5
MAT365	Statistics	5
SCI305	Environmental Science	5
SCI310	Principles of Nutrition	5
SOC101	Introduction to Sociology	5

Number of Credit/Clock Hrs. in Specialty: 50 / 90 Percentage: 56%

Number of Credit/Clock Hrs. in General Courses: 40 / 90 Percentage: 44%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: ___ / ___ Percentage: N/A

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location --The campus library is conveniently located near the front office on the north side of the building.

Hours of student access --The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

a)   overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;

b)   oversight and management of all future acquisitions;

c)   coordinating quarterly meetings with all Indiana Business College library personnel;

d)   assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and

e)   training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Terre Haute campus. Responsibilities for this individual include:

a)   providing assistance to students and faculty of the Terre Haute campus with library usage;

b)   providing assistance to faculty of the Terre Haute campus with instructional resources;

c)   maintaining a system to document utilization of library resources;

d)   working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding

requests for future acquisitions to be considered; and

e)   management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 200 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 15 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:
Main Branch, One Library Square, Terre Haute, IN
East Branch, Meadows Shopping Center, Terre Haute, IN
South Branch, Southland Shopping Center, Terre Haute, IN
North Branch, Plaza North Shopping Center, Terre Haute, IN
West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
** Include all required documentation **pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: _____4_____ Full-time: _____2_____ Part-time: _____2_____

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names (Alphabetical Order)	**Degree or Diploma Earned**	**# Years of Working Experience in Specialty**	**# Years Teaching at Your School**	**# Years Teaching at Other**	**Check one:**	
					Full-time	**Part-time**
Coleman, Rebecca A.	M.S.	20	16	4	X	
Margaret, Myers E.	M.B.A.	7	<1	2		X
McGuire, Karen S.	M.B.A.	39	14	10	X	
Watson, Theresa S.	M.Ed.	9	5	4		X

BUSINESS MANAGEMENT
Bachelor's Degree Program

Completion Time: Six Quarters

The Business Management Bachelor's Degree program provides business students with a thorough understanding of theory and application related to the business environment so they are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for specific business problems. The program seeks to develop knowledge and skills in research, critical thinking, problem-solving and current technology for application and use in communication, data collection/analysis and solving business problems. Furthermore, students will be provided with an understanding of professional ethics and its application to the business environment. Students are involved in teamwork and leadership development through participation in classroom activities and student organizations.

The program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Accounting, Business Administration, Human Resources, Organizational Management, and Project Administration. Students graduating from other degree programs may wish to enroll in the Business Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Additional coursework may be required in order to meet bachelor's degree requirements.

Course No.	Title	Quarter Credit Hours
COM315	Advanced Composition @	5
CSS300	Critical Thinking & Problem Solving @	5
FIN350	Finance for Managers †	5
HUM305	Introduction to Humanities @	5
LEG415	Employment Law †	5
MAT301	College Algebra @	5
MAT365	Statistics @	5
MGT300	Business Ethics †	5
MGT310	Technology for Managers †	5
MGT325	Organizational Behavior †	5
MGT340	Human Resources Management †	5
MGT410	Managing in a Global Environment †	5
MGT465	Strategic Management †	5
MKG425	Marketing Management †	5
SCI305	Environmental Science @	5
SCI310	Principles of Nutrition @	5
SOC101	Introduction to Sociology @	5
	Elective	4 -5
		89-90

† Core Courses
@ General Education Courses

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(*New or Renewal program***)**

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution   **Indiana Business College - Terre Haute**

Name of Program   **Health Care Management**

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)   BS

Name of Person Preparing this Form   **Kimberli J. Zornes**

Telephone Number   **(317)656-4732**   **Application Type**

Date the Form was Prepared   **October 17, 2006**   ☒ New   ☐ Renewal

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Health Care Management program provides medical students with an overview of accounting, marketing, finance, law and management to prepare them for managerial positions within the health care industry. Students will develop knowledge and skills in research, critical thinking, problem solving and current technology for application and use in a health care setting. Students will foster teamwork and leadership skills through participation in classroom activities. Professional ethics, and its application within the health care business environment, is also targeted.

The program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Medical Assistant, Medical Billing, Medical Coding Technology, Surgical Technology, and Therapeutic Massage and Bodyworks, with Medical Coding Technology and Medical Assistant as the primary associate degree programs. Students graduating from other degree programs may wish to enroll in the Health Care Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Additional coursework may be required to meet bachelor's degree requirements.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Health Care Management

TOTAL COURSE HOURS: 115   Check one: Quarter Hours   ☒

                                                                          Semester Hours   ☐

                                                                          Clock Hours   ☐

LENGTH OF PROGRAM: 6 Quarters   TUITION: $18,955

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
ACC101	Accounting I	5
BUS202	Marketing	5
FIN350	Finance for Managers	5
HCM310	Designing the Health Services Organization	5
HCM325	Ethics, Policy and Value Challenges in Health Services	5
HCM340	Organization of Health Services in the U.S.	5
HCM365	Applying Theory to Practice	5
HCM405	Design and Implementation of Health Care Initiatives	5
HCM410	Organizational Effectiveness Through Efficient Health Services Management	5
HCM425	Health Services in Society	5
HCM440	Quality and Assessment in Health Care	5
HCM465	Applying Theory to Practice - Capstone	5
LEG340	Managerial Applications of Health Services Law	5
MGT200	Management	5
MGT325	Organizational Behavior	5

SPECIALTY COURSES:

Course Number	Course Title	Course Hours

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
COM315	Advanced Composition	5
CSS300	Critical Thinking and Problem Solving	5
HUM305	Introduction to Humanities	5
MAT301	College Algebra	5
MAT365	Statistics	5
SCI305	Environmental Science	5
SCI310	Principles of Nutrition	5
SOC101	Introduction to Sociology	5

Number of Credit/Clock Hrs. in Specialty: 75 / 115 Percentage: 65%
Number of Credit/Clock Hrs. in General Courses: 40 / 115 Percentage: 35%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: N/A

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

<u>Location</u> --The campus library is conventiently located near the front office on the north side of the building.

<u>Hours of student access</u> --The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

a)   overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
b)   oversight and management of all future acquisitions;
c)   coordinating quarterly meetings with all Indiana Business College library personnel;
d)   assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
e)   training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Terre Haute campus. Responsibilities for this individual include:

a)   providing assistance to students and faculty of the Terre Haute campus with library usage;
b)   providing assistance to faculty of the Terre Haute campus with instructional resources;
c)   maintaining a system to document utilization of library resources;
d)   working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
         e)   management of library holdings including, but not limited to, maintenance of

         system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

        The Terre Haute campus currently has 100 volumes of medical related materials and

        other reference related items.

        Indiana Business College also provides online library resources through Library

        Information Resources Network, Inc. These services currently provide resources from

        ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Health Care Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 3 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:
Main Branch, One Library Square, Terre Haute, IN
East Branch, Meadows Shopping Center, Terre Haute, IN
South Branch, Southland Shopping Center, Terre Haute, IN
North Branch, Plaza North Shopping Center, Terre Haute, IN
West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: **Attach completed Instructor's Qualification Record for each instructor.**
** Include all required documentation **pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 6 **Full-time:** 2 **Part-time:** 4

Fill out form below: **(PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Coleman, Rebecca A.	M.S.	20	16	4	X	
Myers, Margaret E.	M.B.A.	7	<1	2		X
McGuire, Karen S.	M.B.A.	39	14	10	X	
Torres, Ruth	MD	12	1	3		X
Watson, Theresa S.	M.Ed.	9	5	4		X
Woods, Marsha L.	M.P.H.	18	2	0		X

HEALTH CARE MANAGEMENT
Bachelor's Degree Program
Completion Time: Six Quarters
The Health Care Management program provides medical students with an overview of accounting, marketing, finance, law and management to prepare them for managerial positions within the health care industry. Students will develop knowledge and skills in research, critical thinking, problem solving and current technology for application and use in a health care setting. Students will foster teamwork and leadership skills through participation in classroom activities. Professional ethics, and its application within the health care business environment, is also targeted.

The program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Medical Assistant, Medical Billing, Medical Coding Technology, Surgical Technology, and Therapeutic Massage and Bodyworks, with Medical Coding Technology and Medical Assistant as the primary associate degree programs. Students graduating from other degree programs may wish to enroll in the Health Care Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Additional coursework may be required to meet bachelor's degree requirements.

Course No.	Title	Quarter Credit Hours
ACC101	Accounting I	5
BUS202	Marketing	5
COM315	Advanced Composition @	5
CSS300	Critical Thinking & Problem Solving @	5
FIN350	Finance for Managers †	5
HCM310	Designing the Health Services Organization †	5
HCM325	Ethics, Policy and Value Challenges In Health Services †	5
HCM340	Organization of Health Services In the U.S. †	5
HCM365	Applying Theory to Practice †	5
HCM405	Design and Implementation of Health Care Initiatives †	5
HCM410	Organizational Effectiveness Through Efficient Health Services Management †	5
HCM425	Health Services in Society †	5
HCM440	Quality and Assessment in Health Care †	5
HCM465	Applying Theory to Practice – Capstone †	5
HUM305	Introduction to Humanities @	5
LEG340	Managerial Applications of Health Services Law †	5
MAT301	College Algebra @	5
MAT365	Statistics @	5
MGT200	Management	5
MGT325	Organizational Behavior †	5
SCI305	Environmental Science @	5
SCI310	Principles of Nutrition @	5
SOC101	Introduction to Sociology @	5
		115

† Core Courses
@ General Education Courses

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Coleman   Rebecca   Ann

              (Last)   **(First)**   **(Middle)**

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

KEY101, Keyboarding I; KEY102, Keyboarding II; KEY 201, Keyboarding III; KEY 202, Machine

Transcription; COM102, Communication I; COM103, Communication II; COM204,

Communication III; SPC101, Presentation Skills; and BUS230, Business Office Procedures.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	**To:**
Indiana State University	Terre Haute, IN	Masters in Bus. Education	1970	1972
Indiana State University	Terre Haute, IN	Bachelor in Bus. Education	1966	1970

Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	**To:**
Indiana Business College	Terre Haute, IN	Instruction	1991	Present
North Vermillion School Corp.	Cayuga, IN	Teacher	1973	1974
Greater Consolidated Jasper Schools	Jasper, IN	Teacher	1970	1972

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: McGuire   Karen   Sue
                   (Last)   **(First)**   **(Middle)**

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

CPU200, Computers and Office Automation; CPU212, Word Processing; CPU220,

Spreadsheets; CPU230, Database; and CPU250, Software Integration

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	**To:**
Indiana Wesleyan University	Marion, IN	Business	1993	1994
St. Mary-of-the-Woods College	St. Mary-of-the-Woods, IN	Business	1986	1992

Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	**To:**
Indiana Business College	Terre Haute, IN	Computer Instruction	1993	Present
St. Mary-of-the-Woods College	Terre Haute, IN	Director of Computer Info.	1984	1993
Indiana State University	Terre Haute, IN	Payroll Coordinator	1976	1984

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Myers   Margaret   Edith
(Last)   **(First)**   **(Middle)**

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

COM090, Fundamentals of Communication; COM105, Communication I, COM206,

Communication II; KEY101, Keyboarding I; SPC101, Presentation Skills; MGT200,

Management; LEG101, Business Law; BUS200, Fundamentals of e-Business.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	**To:**
Indiana State University	Terre Haute, IN	Business	2001	2004
Vincennes University	Vincennes, IN	Paralegal	1998	1999
Oakland City University	Oakland City, IN	Social Studies/Edu	1994	1998

Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	**To:**
Indiana Business College	Terre Haute, IN	Instruction	2006	Present
Signal Capital Management	Terre Haute, IN	Portfolio Management	2000	Present
Indiana State University	Terre Haute, IN	Instruction	2004	Present
Fine and Hatfield	Vincennes, IN	Legal document prep	2000	2002

<div align="center">

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

</div>

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

<div align="center">

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

</div>

NAME: Torres   Ruth
        (Last)   **(First)**   **(Middle)**

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

LEG102, Medical Law and Ethics; MED101, Medical Terminology; MED106, Psychology;

MED114, Pharmacology; PHY102, Anatomy & Physiology I; PHY103, Anatomy & Physiology II;

PHY126, Pathopsychiology.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	**To:**
Indiana State University	Terre Haute, IN	Spanish	2003	2005
University of Costa Rica	Costa Rica	Family Medicine	1991	1994
Autonomous University of Central America	Costa Rica	Medicine	1982	1986
Autonomous University of Nicaragua	Nicaragua	Medicine	1976	1980

Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	**To:**
Indiana Business College	Terre Haute, IN	Instruction	2005	Present
Indiana State University	Terre Haute, IN	Instruction	2003	2005
Sacred Heart School	Terre Haute, IN	Teaching	2003	2005
Costa Rican Social Security Administration	Costa Rica	Coordination	1996	2000
Costa Rican Social Security	Costa Rica	Center direction	1994	1996

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Watson   Theresa   Sue
          (Last)   **(First)**   **(Middle)**

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

CPU200, Computer and Office Automation; CPU212, Word Processing; CPU220, Spreadsheet;

CPU230, Database; CPU250, Software Integration; KEY101, Keyboarding I, KEY102,

Keyboarding II, KEY201, Keyboarding III; KEY202, Machine Transcription; and KEY203,

Medical Machine Transcription

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	**To:**
Indiana State University	Terre Haute, IN	Elem. Education	1994	1999
Purdue University	W. Lafayette, IN	Elem. Education	1988	1993

Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	**To:**
Indiana Business College	Terre Haute, IN	Instruction	2001	Present
Anderson's Medical Products	Terre Haute, IN	Collections	1997	2002
Vigo County School Corporation	Terre Haute, IN	Remediation Teacher	2001	2001
St. Patrick School	Terre Haute, IN	Middle School Teacher	1997	2000

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form **(i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)**

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Woods   Marsha   Lynn

  (Last)   **(First)**   **(Middle)**

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

MED101, Medical Terminology; PHY102, Anatomy & Physiology I; MAA215, Clinical II; MAA220

Laboratory Procedures; and MAA115, Clinical I.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	**To:**
Indiana University Medical School	Indianapolis, IN	Public Health	1998	2001
Purdue University	W. Lafayette, IN	Supervision	1995	1998

Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	**To:**
Indiana Business College	Terre Haute, IN	Instruction	2004	Present
St. Elizabeth Medical Center	Lafayette, IN	Paramedic/Clinical Instruction	1990	1998
Howard Community Hospital	Kokomo, IN	Paramedic ER Staff	1988	1990